

How to Import Your Seattle Business on FileLocal

1

Sign Up

Click **CREATE BUSINESS ACCOUNT**

Create a username and password.

Enter your name, title, and contact info. Click **SIGN UP**

We'll send you an email to confirm your account. [Click the link in the email to continue.](#)

2

Security Question

Choose or enter a security question to safeguard your account.

Enter the answer to the question and click **NEXT**

3

UBI Question

Click **IMPORT** to import records **IF** you have a UBI number. *Note: You can click the [link to look up your UBI-16](#), if needed. Then come back and click **IMPORT***

If you don't have a UBI or you're not required to have one, choose the link '[I do not have UBI number.](#)' Make a selection and click **NEXT**, then select **YES** when prompted to import.

DATA IMPORT SCREEN

Select City: Choose Seattle if it's not preselected for you.

Enter your **Legal Business Name** (at least 1st 6 characters) or your **UBI**.

For **Validation**, enter the Seattle Customer # from your business license tax certificate.

Then click **LOOKUP** to display a list of locations.

Select a **Primary** location and fill in any missing info. Then click **NEXT**

4

Business Information

Your business information has been imported based on City records. Fill in missing info or make needed corrections. Click **NEXT**

5

Locations

Are you finished adding Business Locations? Verify any locations in red by clicking **EDIT**. Fill in missing info or make needed corrections. When finished, click **YES**


6

Tax Form Setup

Are you finished setting up your Forms? We've imported your forms, so click **YES**

Thank you for setting up your account on FileLocal. **CLOSE**

FOR
EXISTING
USERS

If you already have a FileLocal user account, login and go to  [Account Center](#). Click **IMPORT** to add locations, or click **EDIT** to verify a license has been added to an existing location.